

Regular Meeting
SDCOE Personnel Commission
Feb. 17, 2021
9 a.m.

Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code Section 54953
Due to the COVID-19 pandemic and consistent with current local, state and federal pandemic guidance, the San Diego County Office of Education will conduct this meeting via video conference. One or more Personnel Commissioners will participate from remote locations via electronic means. Voting at this meeting shall be by roll call. This meeting will be accessible to members of the public via the URL link or phone number below.

Zoom link: <https://sdcoe.zoom.us/j/89109097128>
Zoom Meeting ID: 891 0909 7128; Password: 967742
Or dial phone number (US): +1 669 900 9128 (West Coast)

Public comment will have two options:

1. The public may participate virtually or telephonically by notifying the PC recording secretary by noon the day prior to the meeting by contacting mpantaleon@sdcoe.net
2. The public may also submit a written public comment by accessing the URL link under agenda item V and copy into a browser address bar. Written public comments will be accepted until 9 a.m. on the meeting date and will be read during the PC meeting at appropriate times.

I. CALL TO ORDER and ROLL CALL

Commissioner Esterbrooks opened the meeting at 9 a.m.

Maritess Pantaleon verbally confirmed that Personnel Commissioners Jim Esterbrooks, Chuck Huskey, and Miriam Rothman were all present by video conference.

Commissioner Esterbrooks made a statement of the public comment process.

II. APPROVAL OF PROPOSED AGENDA

MSC (Huskey/Rothman) to approve the agenda for the Feb. 17, 2021 regular meeting as presented.

III. APPROVAL OF MINUTES

A. Regular Meeting – Jan. 20, 2021, 9 a.m., Video Conference

MSC (Rothman/Huskey) to approve the Jan. 20, 2021 minutes as presented.

IV. PUBLIC COMMENT

Due to the COVID-19 pandemic and consistent with current local, state and federal pandemic guidance, the Governor has determined that a meeting format allowing for open in-person attendance is not practical or prudent.

The public may participate virtually or telephonically by notifying the PC recording secretary by noon the day prior to the meeting by contacting mpantaleon@sdcoe.net.

To submit a written "Public Comment" of the San Diego County Office of Education Personnel Commission's regular meeting, please use the form below. Written public comments will be accepted until 9 a.m. on the meeting date and will be read during the PC meeting at appropriate times. As you are writing your comment, please keep in mind that the five (5) minute time limit still applies to all comments, even if read by someone else.

Link:

https://forms.office.com/Pages/ResponsePage.aspx?id=nsds_WI70ES4za9KECvQ1tKYvZpZJh5Ph-UaY9u4GMtUOVFMVINOEG2TDFJUU9XUTNNWUcyM0VaRy4u

No public comment.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Reclassification of Existing Position

1. Administrative Assistant III

Human Resources staff recommends that the Personnel Commission approve the following, effective September 9, 2020:

- a. Reclassify position number 10998519 and incumbent, M. Ramirez, from Administrative Assistant II to Administrative Assistant III, allocated to the Classified Support Salary Schedule Grade 052.

MSC (Huskey / Rothman) to approve the recommendation as presented.

VII. CLASSIFICATIONS

A. New Classifications - None

1. Alcohol and Other Drugs Ambassador (Salary Grade M40)

Human Resources staff recommends that the Personnel Commission approve the following, effective February 17, 2021:

- a. Establish the new classification of Alcohol and Other Drugs (AOD) Ambassador, allocated at Grade 040 on the Classified Management Salary Schedule.
- b. Classify one (1) new position as AOD Ambassador in the Student Support Services department of the Student Services and Programs division.

The Commission had a brief conversation about the position and title.

MSC (Rothman / Huskey) to approve the recommendation as presented.

B. Classification of New Positions

1. Business Advisor

Human Resources staff recommends that the Personnel Commission approve the following, effective February 17, 2021:

- a. Allocate one (1) new position as Business Advisor, Classified Management Salary Schedule Grade 047 in the Business Advisory Services unit of the Business Services division.

MSC (Huskey / Rothman) to approve the recommendation as presented.

2. Program Clerk

Human Resources staff recommends that the Personnel Commission approve the following, effective February 17, 2021:

- a. Classify one (1) new position as Program Clerk, allocated to Classified Support Salary Schedule Grade 044 in the in the Student Support Services department of the Student Services and Programs division.

MSC (Huskey / Rothman) to approve the recommendation as presented.

3. Web Publisher

Human Resources staff recommends that the Personnel Commission approve the following, effective February 17, 2021:

- a. Classify one (1) new position as Web Publisher, Classified Support Grade 041 in the Multilingual Education and Global Achievement department of the Learning and Leadership Services division.

MSC (Rothman / Huskey) to approve the recommendation as presented.

C. Reclassification of Existing Position – None

1. Cybersecurity Analyst

Human Resources staff recommends that the Personnel Commission approve the following, effective February 17, 2021:

- a. Reclassify vacant position 10997121, from Cloud Administration Analyst to Cybersecurity Analyst, Classified Support Salary Schedule Grade 058 in the Cybersecurity Unit of the Integrated Technology Services division.

MSC (Huskey / Rothman) to approve the recommendation as presented.

D. Class Description – None

VIII. OTHER ACTION ITEMS – NONE

IX. APPROVAL OF ELIGIBILITY LISTS

Personnel Commission staff recommends that the Personnel Commission ratify and approve the promulgation of the following eligibility lists for the periods indicated below as outlined in the Merit Systems Rules and Regulations, Chapter V, Section 2 and 3.

Classification/Established Date:

1. Account Clerk II, 2/4/2021
2. Administrative Assistant I, 1/26/2021
3. Budget and Accounting Specialist, 2/9/2021
4. Instructional Aide - DHH, 2/4/2021

MSC (Rothman / Huskey) to approve the eligibility lists as presented.

X. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins were presented as information only.

1. Food Services Field Assistant, Open
2. Human Resources Technician I, Open

XI. INFORMATION ITEMS - NO ACTION

A. Personnel and separation reports for Jan. 2021 were presented as information only.

XII. COMMUNICATIONS

A. Combined with agenda item XIII

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- A. Lisa Moon and Maritess Pantaleon participated in a Brown Act training.
- B. The classified Classification Review Window Period is open from Feb. 1 to March 1

XIV. DATE OF NEXT MEETING

A. Regular Meeting – March 17, 2021, 9 a.m., video conference via Zoom

XV. ADJOURNMENT

MSC (Huskey/Rothman) to approve adjourning the meeting at 9:20 a.m.

Personnel Commission Approved: *MSC (Huskey/Rothman) to verbally approve minutes at 3/17/2021 meeting*